CMGA 2022 grant evaluation rubric
highest score rating possible - 39
lowest score rating possible - 15

<table>
<thead>
<tr>
<th>Grant category reviewed</th>
<th>Unacceptable</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project background</td>
<td>One or more of the criteria is missing from the description</td>
<td>All criteria are included in description, but at least one factor’s description is vague</td>
<td>Description includes all factors and is clearly written</td>
</tr>
<tr>
<td>Review criteria: Clear description of the nature of the project (new or continuing), factors leading to project proposal, others applicant is working with, if any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>————max 3 pts———</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project objectives &amp; tasks</td>
<td>Goal is not described, is vague, and/or is written so that it’s the same as the objectives</td>
<td>Goal is clearly written and is the ‘umbrella’ for the objectives</td>
<td></td>
</tr>
<tr>
<td>Review criteria: Clear description of overall project goal, and how objectives and steps/plans to achieve objectives are connected to the overall goal</td>
<td>————max 8 pts———</td>
<td></td>
<td></td>
</tr>
<tr>
<td>—● Overall goal</td>
<td>Objectives are vague, &amp;/or not concrete, &amp;/or not described, &amp;/or not connected to each other and/or the overall goal</td>
<td>Objectives are more clearly described, but aren’t clearly connected to each other and/or the overall goal</td>
<td>Objectives are clearly described and clearly connected to each other and the overall goal in a flow</td>
</tr>
<tr>
<td>—● Project objectives</td>
<td>Steps / tasks are vague, &amp;/or not concrete, &amp;/or not described, &amp;/or not connected to objectives in an obvious way</td>
<td>Steps / tasks are concrete, but not well connected to objectives</td>
<td>Steps / tasks are concrete and clearly connected to objectives</td>
</tr>
<tr>
<td>—● Steps / tasks to reach objectives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Population(s) &amp; accessibility</td>
<td>Unacceptable</td>
<td>Ideal</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td><strong>Review criteria:</strong> Description clearly states who the population(s) are and how the project is accessible to them <strong>max 4 pts</strong></td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>• Description of population</td>
<td>Intended population is not specifically stated</td>
<td>Intended population is specifically stated</td>
<td></td>
</tr>
<tr>
<td>• Description of project accessibility</td>
<td>Project description of accessibility is not clear for the intended populations</td>
<td>Project description of accessibility is clear for the intended populations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Impact</th>
<th>Unacceptable</th>
<th>Ideal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review criteria:</strong> Grant application describes, in concrete terms, how the project will benefit the intended population, including how it contributes to the CMGA mission to help promote horticultural knowledge and enhance the community it serves through gardening-based activities <strong>max 6 pts</strong></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>• Benefit to community</td>
<td>Benefit to the community is not described, or is vague</td>
<td>Benefit to the community is described, but doesn’t connect well to the objectives</td>
</tr>
<tr>
<td></td>
<td>Unacceptable</td>
<td>Ideal</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Project continuation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Review criteria</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application describes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>how the project will continue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>once the grant phase is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>complete, and who/what</td>
<td></td>
<td></td>
</tr>
<tr>
<td>funding / people resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>will be needed and secured</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>max 7 pts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Future continuation of</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>project, with description of</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>management and care (including</td>
<td></td>
<td></td>
</tr>
<tr>
<td>plan for management and care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(including people resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>needed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Applicant is unsure if</strong></td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>project will be</td>
<td></td>
<td></td>
</tr>
<tr>
<td>continued in the future,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>explanation for non-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>continuation might or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>might not be given</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project might or might</strong></td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>not be continued in the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>future, with a plausible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>explanation as to why</td>
<td></td>
<td></td>
</tr>
<tr>
<td>this is so</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project will be</strong></td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>continued in the future,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>but management and care for</td>
<td></td>
<td></td>
</tr>
<tr>
<td>it is either not described</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or description is vague</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project will be</strong></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>continued in the future,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with an outline for a plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for managing and caring for it</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Future project funding</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>There is no mention of</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>how the project will</td>
<td></td>
<td></td>
</tr>
<tr>
<td>continue to be funded</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No future funding for the</strong></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>project is needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project description</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>includes possible future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>funding sources</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ideal</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| <strong>Master Gardeners &amp; other</strong>   | Unacceptable | Ideal                                                                 |
| <strong>volunteers</strong>                 |              |                                                                      |
| <strong>Review criteria</strong>            |              |                                                                      |
| Application describes          |              |                                                                      |
| how many MGs, MG interns, and  |              |                                                                      |
| other volunteers the project    |              |                                                                      |
| aims to include, and how they  |              |                                                                      |
| will benefit from being        |              |                                                                      |
| involved in the project        |              |                                                                      |
| <strong>max 7 pts</strong>                  |              |                                                                      |</p>
<table>
<thead>
<tr>
<th></th>
<th>Number of MGs / MG interns / other volunteers</th>
<th>Project aims to include more MGs / MG interns than other volunteers</th>
<th>Project aims to include more other volunteers than MGs / MG interns</th>
<th>Project aims to balance number of MGs / MG interns / other volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Benefit to MGs / MG interns</td>
<td>Benefit to MGs / MG interns is not described or is vague</td>
<td>Benefit to MGs/ MG interns is clear and appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Benefit to other volunteers</td>
<td>Benefit to other volunteers is not described or is vague</td>
<td>Benefit to other volunteers is clear and appropriate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review criteria: budget expenses are clearly described and include financial support from other sources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>max 4 pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Budget expenses</td>
<td>Budget expenses are not itemized, are vague, or are not included</td>
<td>Budget expenses are itemized clearly</td>
</tr>
<tr>
<td>● Outside financial support</td>
<td>Project financial support is limited to CMGA grant funding</td>
<td>Project includes financial or donation support from outside sources</td>
</tr>
</tbody>
</table>